

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 139 AND 258
TERRE HAUTE, INDIANA

January 1, 2003 to December 31, 2003



TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report.....	3
Schedule of Collections and Distributions.....	4
Notes to Schedule of Collections and Distributions	5
Statistical Information.....	6
Exit Conference.....	7

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Mr. Gerald Coleman Ms. Mary DePrez	01-06-02 to 02-29-04 03-01-04 to 01-05-05
Branch Manager	Mrs. Karen Sharrer	01-01-03 to 12-31-04



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 139 and 258 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 13, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 139 AND 258
 TERRE HAUTE, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2003 to December 31, 2003

	Branch Number 139	Branch Number 258	Totals (Memorandum Only)
Collections:			
Registrations	\$ 9,740,396	\$ 390,209	\$ 10,130,605
Titles	2,184,606	-	2,184,606
Drivers Licenses	379,512	-	379,512
Watercraft	92,657	-	92,657
Miscellaneous	<u>2,093</u>	<u>-</u>	<u>2,093</u>
Totals	<u>\$ 12,399,264</u>	<u>\$ 390,209</u>	<u>\$ 12,789,473</u>
Distributions:			
State Fees	\$ 4,303,570	\$ 77,741	\$ 4,381,311
County Tax	6,703,571	281,195	6,984,766
Commission Fees	<u>1,392,123</u>	<u>31,273</u>	<u>1,423,396</u>
Totals	<u>\$ 12,399,264</u>	<u>\$ 390,209</u>	<u>\$ 12,789,473</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 139 AND 258
TERRE HAUTE, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Self-Service Terminal

This report contains financial and statistical information for Terre Haute License Branch Number 139 and Terre Haute License Branch Number 258, a self-service terminal (SST). The manager of Terre Haute License Branch Number 139 is responsible for maintaining the SST.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 139 AND 258
 TERRE HAUTE, INDIANA
 STATISTICAL INFORMATION
 January 1, 2003 to December 31, 2003

<u>Transactions Processed</u>	<u>Branch Number 139</u>	<u>Branch Number 258</u>	<u>Totals (Memorandum Only)</u>
Vehicle Registrations:			
Passenger	52,144	2,431	54,575
Motorcycle	1,832	79	1,911
RV (Housecar)	1,041	31	1,072
Light Truck	19,880	934	20,814
Other Truck	888	10	898
Farm Truck	330	5	335
Tractor	168	-	168
Trailer	5,870	208	6,078
Semi-Trailer	562	1	563
School and Church Bus	56	1	57
Other Bus	28	-	28
Other	140	-	140
Total Vehicle Registrations	<u>82,939</u>	<u>3,700</u>	<u>86,639</u>
Drivers Licenses and Permits:			
Drivers Licenses/Learners Permits	16,606	-	16,606
CDL Licenses/CDL Permits	642	-	642
Placards	2,039	-	2,039
Other	10,970	-	10,970
Total Drivers Licenses and Permits	<u>30,257</u>	<u>-</u>	<u>30,257</u>
Titles:			
Vehicles	40,316	-	40,316
Watercraft	350	-	350
Total Titles	<u>40,666</u>	<u>-</u>	<u>40,666</u>
Total Watercraft Registrations	<u>1,234</u>	<u>-</u>	<u>1,234</u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 139 AND 258
TERRE HAUTE, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on October 13, 2004, with Mrs. Karen Sharrer, Branch Manager. Our examination disclosed no material items that warrant comment at this time.